

	<b>RESOURCE LIBRARY – ACCOUNTING</b> <b>Purchasing Control Checks</b>	<b>CODE:</b> 05.03.005
		<b>EDITION:</b> 1
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### **Objective 目的:**

- To ensure appropriate control checks are made by senior management on the purchasing process.
- 确保高级管理层对采购流程的控制进行适当的审查。

### **APPLICATION应用范围:**

Due to the substantial amount the hotel pays to suppliers it is vital that this policy is consistently implemented by the General Manager and Director of Finance and Controlling.

由于酒店对供应商支付大量的金额，所以本条款十分重要并且要求总经理与财务总监一起贯彻执行。

### **STATEMENT OF POLICY规则声明:**

1. The General Manager and Director of Finance and Controlling are to carry out the following control checks over purchases:
  - All Purchase Requests are to be scrutinized prior to signing
  - All price quotations must be correctly obtained as per policy
  - The most appropriate nominated suppliers are compared to budget and forecast

总经理与财务总监对于财务实施以下控制审查：

  - 所有的采购申请都在签字前被仔细核实
  - 所有的报价必须按照章程要求正确获得
  - 应该将最适合的供应商同预算、预测相对比
2. With regard to Purchase Orders, The General Manager/Director of Finance and Controlling are to carry out the following control checks prior to their approval:
  - Ensure a duly authorized Purchase Request supports the Purchase Order.
  - Verify the Purchase Order is correctly completed in accordance with the details set out in the Purchase Request.

有关于采购订单，总经理/财务总监要实施以下控制审查在签字确认前：

  - 确认每一笔采购订单都有与其对应的有正式授权的采购申请
  - 核实采购订单上的信息与采购申请上的详情一致
3. The General Manager is responsible for ensuring that the following are carried out at least once a year:
  - New written price quotations are obtained for all contracts.
  - All nominated suppliers are reviewed by undertaking a comprehensive market survey in consultation with the Purchasing Manager and Director of Finance and Controlling.

总经理负责确认下列事宜，确保至少一年实施一次：

  - 对于所有合同要有新的书面形式的报价
  - 对于所有提名的供应商要进行一次复杂的市场调研，此工作在采购经理与财务总监的协助下进行。